



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 15 JANUARY 2020

INVITATION TO BID: No. ITB/COK/002/2020

FOR THE ESTABLISHMENT
OF A ONE- PLUS ONE YEAR FRAME AGREEMENT FOR THE
PROVISION OF INLAND GOODS TRANSPORTATION SERVICES

CLOSING DATE AND TIME: 17 FEBRUARY 2020 – 15:00 AFGHANISTAN TIME

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), in Kabul invites qualified service providers duly registered with the Government of Afghanistan to make a firm offer for the establishment of a Frame Agreement(s) **for the provision of Inland Goods Transportation Services for UNHCR Afghanistan, as per the attached Terms of Reference (ToR), Annex A, from 1 April 2020.**

The offer of the winning bidder (s) will form the basis for the establishment of a Frame Agreement(s) **for a period of one year with a possibility of extension for a further period of one more year subject to satisfactory performance. The successful bidder(s) will be required to maintain their quoted price model for the duration of the Frame Agreement(s).**

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require or purchase the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidder(s) and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A: Terms of Reference (ToR)
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex E: UN Supplier Code of Conduct

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to (afgkascu@unhcr.org) as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- Whether or not you will participate at the supplier conference

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above.

2.3 REQUESTS FOR CLARIFICATION

UNHCR will organize a pre-bid conference at its office located in ICON Compound, Supreme Road, district no. 9, Jalalabad Road on Tuesday, 21 January 2020 at 10:00 hrs local time. Interested bidders are requested to submit the name and a copy of National ID card (Tazkira) of its representative to UNHCR, latest by 14:00 hours on 20 January 2019, through e mail: afgkascu@unhcr.org to facilitate their access. **Note: Only one person per Company will be allowed to attend.**

Participation to the pre-bid conference shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

Participation to the pre-bid conference is strongly recommended. However, after the pre-bid conference, all interested bidders (regardless of whether they attended the pre-bid conference or not) can submit a request for clarification in respect of this ITB by e-mail addressed to afgkascu@unhcr.org. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once. **The deadline for receipt of questions is at 15:00 hours (local time) on Monday, 3 February 2020 at 1600 hrs.**

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly and only to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The Terms of Reference for the services requested by UNHCR can be found in **Annex A**. Your technical offer should clearly state whether or not the services you are offering are fully conforming to the Terms of Reference. Clearly state and disclose any discrepancies with the specifications given.

Please include the following as part of your technical offer:

- Supplier profile and a valid copy of your business license.
- List of similar services carried out in the past 3 years, with a client's list & contacts
- List of Company's owned trucks with individual capacity, registration/license plate number & year of manufacture, in each of the 5 locations where UNHCR has a primary warehouse
- Submission of valid copies of registration documents - jawaz sair - and copies of insurance cards & drivers' licenses may be requested during the bid evaluation period. The service provider must acknowledge willingness to provide such details within a maximum of 48 hours of UNHCR's request in writing
- A confirmation that your offer is valid for ninety (90) days from the deadline for submission
- A confirmation that a focal point, and a back-up, will be assigned to manage day to day operations if a contract is awarded

The following details shall also be provided in the Technical Offer.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex C**).

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If your company is already registered with UNHCR, please submit an empty Vendor Registration Form (**Annex C**) clearly indicating your UNHCR Vendor ID.

UNHCR General Conditions of Contracts for the Provision of Services – 2018: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of services **by signing, stamping and submitting the relevant document (Annex D)**.

UN Supplier Code of Conduct: Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct **by signing, stamping and submitting the relevant document (Annex E)**.

Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for the Provision of Services & UN Supplier Code of Conduct.

UNHCR may perform site visit(s) at the bidder's premises to validate the content of the technical offer. Such visit(s) may include verification of the company's documentation, trucks, and any other pertinent information.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer (Annex B)** must contain an overall offer in a single currency (AFN or US Dollars). The financial offer must cover all the services to be provided (price "all-inclusive").

The Financial offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

You are requested to hold your offer valid for ninety (90) days from the deadline for submission. UNHCR will make its best effort to select a service provider(s) within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement (**one plus one years**). UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of service provider's invoice and successful delivery of UNHCR goods and acceptance by UNHCR.

2.5 BID EVALUATION:

2.5.1 Supplier Registration:

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

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This will be followed later by performance evaluation of a service provider such as:

- Random / periodic testing of the supplier's trucks,
- Ability to respond quickly to UNHCR's needs,
- Timely delivery,
- Dependability of services.
- Lead time for delivery

2.5.2 Technical evaluation:

The Technical Offer will be evaluated using inter alia the following criteria and percentage distribution: Sixty Percent (60%) from the total score.

The technical evaluation consists of two (2) steps.

First Step: Compliance with the established mandatory pre-qualification criteria (PASS or FAIL) as follows:

No.	Pre-Qualification Criteria	PASS / FAIL
1.	Copy of a valid business license, issued in Afghanistan	
2.	Vendor Registration Form, <u>Annex C</u> (see clause 2.4.1 above)	
3.	Signed/stamped General Conditions of Contract (<u>Annex D</u>)	
4.	Signed/stamped UN Supplier Code of Conduct (<u>Annex E</u>)	
5.	Confirmation that valid copies of trucks registration documents - jawaz sair - and copies of insurance cards & drivers' licenses will be provided to UNHCR upon 48 hours of a written request	
6.	Acceptance of 90 days offer validity	

Second Step: Only offers which PASS all the mandatory pre-qualification criteria will be further considered. Successful pre-qualified offers will be assessed against the following criteria and maximum scores:

No.	Scoring Criteria	Max. Score
1.	Years of experience in providing transport services in Afghanistan	10
2.	Experience for similar services with UN/NGOs in the past 3 years (based on a list & contact details of the clients)	10
3.	Understanding of UNHCR's requirement (based on the ToRs & company's technical offer)	5
4.	KABUL: Number of owned closed trucks with capacity & details	10
5.	JALALABAD: Number of owned closed trucks with capacity & details	10
6.	MAZAR: Number of owned closed trucks with capacity & details	10
7.	KANDAHAR: Number of owned closed trucks with capacity & details	10
8.	HERAT: Number of owned closed trucks with capacity & details	10
9.	Age of the fleet offered for KABUL	15
10.	Age of the fleet offered for JALALABAD	15
11.	Age of the fleet offered for MAZAR	15
12.	Age of the fleet offered for KANDAHAR	15
13.	Age of the fleet offered for KABUL	15
14.	Fleet coverage (i.e. fleet existence in the 5 warehouse locations)	10

In order to proceed to further stages of the evaluation processes, the submitted offer must obtain a minimum score of 40 points or above of the total Technical Offer obtainable score, 60 points (or 66.7% of the maximum 60%).

IMPORTANT: Bidders may offer to provide Inland Goods Transport services in only one (1) location, more than one location or in all five (5) locations. In evaluating the Second Step of

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the technical offer, UNHCR will consider each of the 5 locations individually. Therefore, the total score for each individual location will be a maximum of 60 points.

UNHCR may, at its discretion, ask the bidder(s) for clarification about the content of the bid. The request for clarification and consequent response shall be in writing. No change in price or substance of the proposal shall be sought, offered or accepted.

2.5.3 Financial evaluation:

The Financial Offer will be evaluated using inter alia the following criteria and percentage distribution: Forty Percent (40%) from the total score.

The financial component will be analyzed only for those offers / bids that pass the technical evaluation.

For each of the five (5) locations, the maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

Selection Criteria: Technically compliant offer (40 points or more), at the lowest cost to UNHCR.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted to UNHCR CO Kabul either by e-mail or hand-delivered, as follows:

2.6.1 If by e-mail:

- All attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).
- The Technical and Financial offers shall be clearly separated (in separate e-mails: one marked Financial Offer and the other marked Technical Offer).
- **Bids must be sent by e-mail ONLY to: AFGKATENDERBOX@unhcr.org**
- It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- ITB/COK/002/2020
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4). For example: *Technical Offer - ITB/COK/002/2020 - Company ABC - email 1 of 3*

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UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

2.6.2 If hand-delivered:

- The bid must be hand-delivered and placed in the UNHCR tender box located at UNHCR/ICON Compound, Supreme Road, District #9, Jalalabad Road, Kabul
- The bid MUST be placed in an outer envelope clearly indicating the project title, project number and addressed as follows:

ITB/COK/002/2020 – Inland Goods Transport Services
UNHCR CO Kabul, Afghanistan
Att: Secretary of the Bid Opening Committee
Closing date & time: 17 Feb 2020 at 15:00 hours (Local Time)

- The outer envelope should be containing two inner envelopes as described below:
- Both inner envelopes shall indicate your company's name and address. The first inner envelope shall be marked "Technical Offer" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer form (Annex B).

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Deadline: 17 February 2020, 15:00 hrs Afghanistan Local Time

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

IMPORTANT:

The Financial offer will only be opened for evaluation if the bidder's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept or reject the whole or part of your bid, or to allow split or partial awards, without having to assign a reason whatsoever and will not be obliged to accept the lowest offer

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract

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will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.



John C. Melkenbeek,
Senior Supply Officer
Supply Unit, UNHCR Country Office
Kabul, Afghanistan